



**Australian Government**

# **PSPGEN041 Use translation services**

**Release: 1**

## PSPGEN041 Use translation services

### Modification History

Release	Comments
1	<p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPGOV420A Use translation services.</p> <ul style="list-style-type: none"> <li>• Unit code updated</li> <li>• Content and formatting updated to comply with the new standards</li> <li>• All PC transitioned from passive to active voice</li> </ul>

### Application

This unit describes the skills required to use translation services for routine correspondence, reports, standard text material and other non specialised materials. It includes preparing information for translation, engaging a translation service and completing translation arrangements.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently performing complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

### Competency Field

General

### Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

<b>1. Prepare written information for translation</b>	<p>1.1 Present written information for translation in language that is simple, plain, grammatically correct and uses short sentences, while preserving the integrity of the required meaning.</p> <p>1.2 Explain words without direct translations, key concepts, terminology and jargon in simple terms or through diagrams and/or graphics and/or pictures.</p> <p>1.3 Use active voice in preference to passive and avoid acronyms and abbreviations or explain in full.</p> <p>1.4 Use question and answer formats for written information to break text into meaningful chunks.</p> <p>1.5 Check written information to ensure it is legible, and precise.</p> <p>1.6 Test written information on others not familiar with the subject matter to ensure that the meaning is clear and easy to understand.</p>
<b>2. Engage translation service</b>	<p>2.1 Determine the purpose of translation to ensure the competency of the translator meets organisational requirements.</p> <p>2.2 Identify target languages and determine any specific requirements of the translating service.</p> <p>2.3 Determine and agree upon exact specifications and timeframe for finished product with translator.</p> <p>2.4 Seek quotes if required and engage translator/s.</p> <p>2.5 Record details of translation arrangements.</p>
<b>3. Complete translation arrangements</b>	<p>3.1 Provide background materials and information for translation to translator/s in agreed format and timeframe.</p> <p>3.2 Provide contact details for clarification of information, concepts and technical terms as required by translators.</p> <p>3.3 Receive translations in accordance with agreed conditions, and authorise payments authorised as required.</p> <p>3.4 Arrange check by translator/s of completed proofs and/or products prior to being sent for printing as required.</p>

## Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

## Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV420A Use translation services.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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